

DATE: 12 Feb 75

NAME OF ASSOCIATION <u>City of Elgin</u>	ADDRESS (Including Zip Code and Telephone) <u>Box 128 Elgin, Ore 97827</u> <u>437-2253</u>
NAME OF CONSULTING ENGINEER (FIRM) <u>Stephen C. Anderson & Assoc</u>	ADDRESS (Including Zip Code and Telephone) <u>P.O. 23521 Portland, Ore 97223</u> <u>639-9666</u>
NAME OF CONTRACTOR (FIRM) <u>Pacific Tank & Const. Corp</u>	ADDRESS (Including Zip Code and Telephone) <u>P.O. 1301 LaGrande Ore - 97850</u> <u>963-8309</u>
LOCATION OF CONFERENCE <u>Engineers Office</u>	

SUBJECTS TO BE DISCUSSED

1. Identification of Official Representatives of Association, Engineer, Contractor and FHA:

ASSOCIATION: City Ron Sconbes ENGINEER: Howard Perry - Proj Eng.
Ralph Swinehart - Res Insp

HEADQUARTERS: City Hall HEADQUARTERS: Engineers Office

CONTRACTOR: Jim Baker FHA: Ted Hunter - Fed Building
Supt. Pate Nichols Box 955 963-3035

HEADQUARTERS: Portland Office HEADQUARTERS: LaGrande

2. Responsibilities of Consulting Engineer: (Does not "supervise" the contractor's employees, equipment or operations.)

Inspection Review Shop Drawings

Administration Prepare Approve Pay estimates

Provide control stakes

3. Responsibilities of Association's Governing Body: (Actual contracting Organization.)

Disperse Funds

Approve Pay Estimates

4. Responsibilities of FHA County Supervisor: (Must see that approval conditions are observed and represents the Government's interests.)

Approve pay estimates - sign checks

5. Responsibilities of Contractor: (Review contract terms.)

Performs work bid - Prepare Estimates

Submit shop drawings

6. Responsibilities of Any Other Agency Contributing to the Project:

Boise Cascade - Provides 1/3 of funds

Performs site preparation by May 1, 1975

7. General Discussions of Contract:

A. Alternative Specifications: (Does everyone understand the alternatives applicable to the contract as awarded?)

Contractors design steel reservoir - Shop drawings

to be approved by Engineer

B. Initiating Construction: (Notice to Proceed.)

Notice of Award issued Jan 15, 1975

Notice to Proceed Feb 13, 1975

Approved Contracts given to Contractor, City & Engineer - 12 Feb 75.

C. Completion Time for Contract: (Does everyone understand contract requirements and methods of Computing?)

Oct 31, 1975

D. Liquidated Damages

\$250 / day

E. Requests for Extension of Contract Time:

Page 6-10 General Condition - Contractor
Notify City Engineer within 10 days

F. Procedures for Making Partial Payments:

Contractor prepare monthly estimates end of month -
City approve 2nd Tues of each month - Send informational
copy to F-H-A in Portland - C.U. approve estimates & checks.

G. Guarantee on Completed Work: (Materials, Installed Equipment, Workmanship, Etc.)

One year guarantee - From Date City
accepts project

H. Other Requirements of the Contract and Specifications which Deserve Special Discussions by All Parties.

None

8. Contractor's Schedule:

A. Analyze Work Schedule in Sufficient Detail to Enable Consulting Engineer to Plan His Operations: (Consideration must be given to needs of Association and the planned operations of other contractors.)

Schedule submitted and approved by all
parties

B. Equipment to be Used by Contractor:

N.A.

C. Contractor's Plans for Delivering Materials to Project Site: (Protection and Storage of Materials.)

Store steel on B-C - property adjacent to
site

9. Sub-Contracts: (Review and approval of proposed Sub-Contractors and their work schedules.)

Concrete Work - undetermined at this time -

Structural Coaters Inc.

Painting

Fletcher Painting - Dayton, Wash

10. Status of Materials Furnished by Association:

A. Schedule for Future Deliveries:

N.A.

B. Procedures to be adopted by contractor in accounting for and storing such materials:

N. A.

11. Change Orders: (Detailed explanation of procedure to be followed and clearance which must be obtained before changes are implemented.)

Page G-31 - General Conditions - Initiated by ~~Eng~~ Contractor etc.

Approval required City, Engineer & F-H-A

4-Copies submitted to F-H-A - Portland

12. Staking of Work: (Clearly Define responsibilities of Engineer and Contractor. Line and Grade must be furnished by Engineer.)

Engineer will provide staking for B-C.

" set B.M. center of Reservoir for Contractor.

13. Project Inspection:

A. Functions of Consulting Engineer, including Records and Reports:

Provide full time inspection - Inspector maintain daily diary
One page report to F-H-A - monthly explaining progress.

B. Responsibilities of Owner:

No direct responsibility

C. Responsibilities of FHA:

County Supervisor make routine inspection to
insure work being paid for has been accomplished.

D. Safety and Sanitary Regulations:

Engineer in regard to Specs - State will
perform periodic inspections - special emphasis on
prevention of fires.

14. Final Acceptance of Work: (Include requirements for tests and cleanup of project site.)

G-37. General Conditions - On site inspection
by all involved parties -

15. Labor Requirements:

A. Equal Employment Opportunity Requirements:

Discussed with Contractor & Poster given to him

B. Davis-Bacon Act:

N. A.

C. Other Federal Requirements:

N. A.

D. State and Local Requirements:

State wage certification

E. Union Agreements:

Notify union of E.E.O. clause

F. Reports Required:

Affirmative Action Plan.

16. Equal Employment Provisions of Contract:

Discussed

17. Rights-of-Way and Easements:

A. Explain any Portion of Project not available to Contractor:

All R/W obtained

B. Contractors Responsibilities During Work Covered by Contract:

Returned to original condition

C. Coordination With Railroads, highway departments and other organizations:

Boise-Cascade -

Phase II Contractor installs control equipment on Tank

18. Placement of Project Signs and Posters:

Poster - Given to the Contractor

Standard Sign - Installed at direction of City

19. Handling Disputes:

6-12 + 39 General Conditions - Namely Engineer evaluates disputes - Last resort Arbitration

NOTED AND CONCURRED WITH, But understood not to be a modification of any existing contracts or agreements:

(Signatures of Members of Governing Board of Association)

Warner L. Stein
(Chairman)

Ronald D. Scouber
(Board Member)

James A. Monce
CITY ATTORNEY (Board Member)

James E. Baker
(Contractor Representative)

Howard L. Perry
(Contractor Representative)

Daniel D. Draser
(Consulting Engineer Representative)

Paul J. Inman
Boise Cascade Corp.